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ABSTRACT

This handbook describes the duties of the supervisor of a food service site in the Summer Food Service Program for Children. The responsibilities of the program sponsor are listed. These include handling bills and paperwork, training supervisors, and providing recordkeeping forms to the site supervisor. The responsibilities of the site supervisor are delineated. These include ordering and counting the meals, assuring the meals meet nutritional requirements, and serving the meals within certain limitations. The special problems associated with the first day of the program's operation are discussed. Possible questions asked by site supervisors are answered, and several helpful tips for operating the site are provided. The requirements for well-balanced and nutritious meals are listed. (BC)

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Summer Food Service Program for Children

1991 Site Supervisor's Guide

United States Department of Agriculture

Food and Nutrition Service

Program Aid No. 1179

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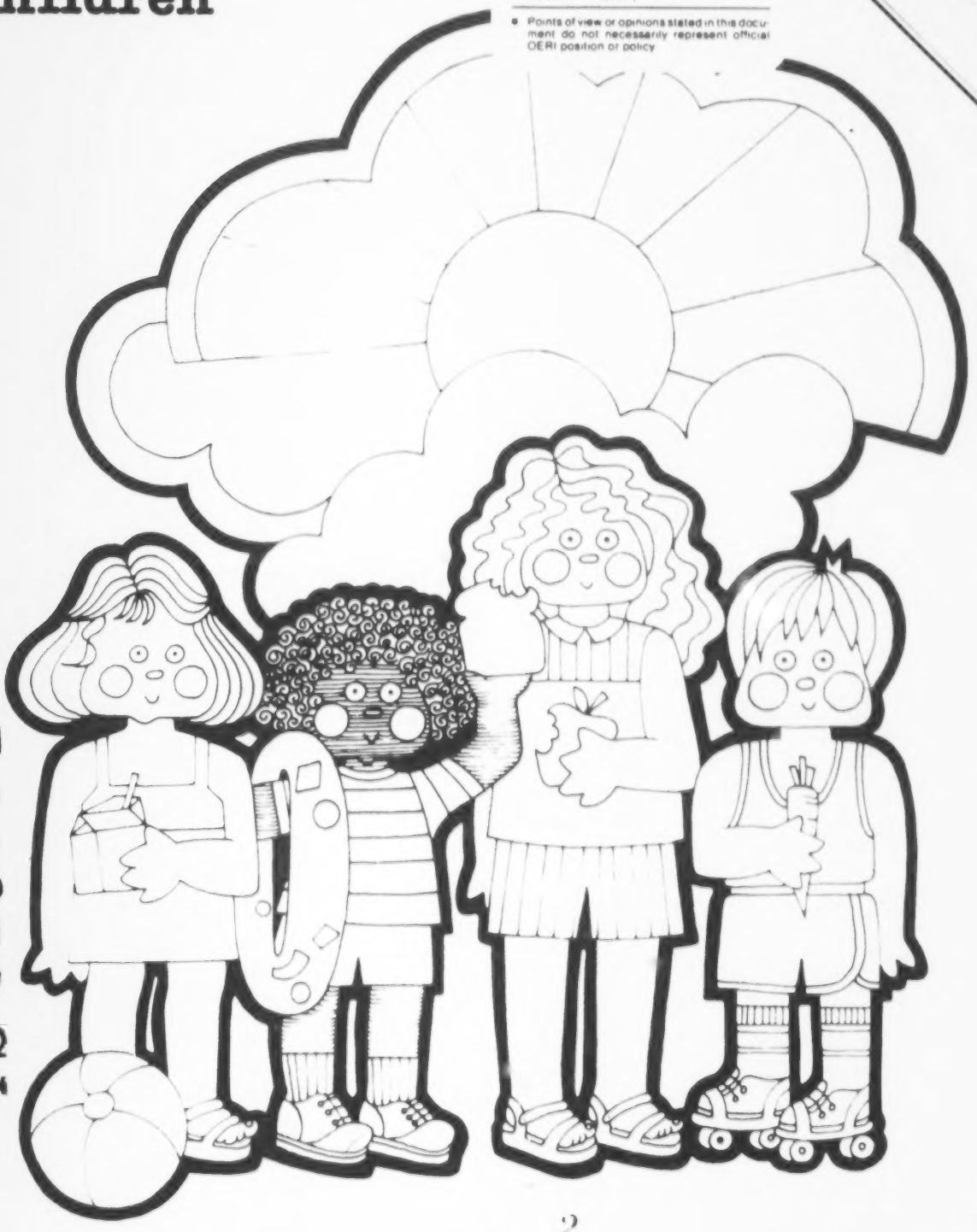

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The Summer Food Service Program for Children is available to all children without regard to race, color, national origin, sex, age, or handicap. Any person who believes he or she has been treated unfairly in receiving food service because of discrimination should write immediately to the Secretary of Agriculture, Washington, DC 20250.

Revised February 1991

INTRODUCTION

A smoothly running site for the Summer Food Service Program for Children is something that every sponsor and site worker hopes to achieve. Everyone wants an organized, well-supervised program that meets the goal of the Summer Food Service Program--to serve fresh, well balanced meals that are appetizing to children, come rain or shine. Working toward that goal, each site uses the same key ingredients: Lots of dedication, time, and know-how.

As a site supervisor, your dedication to your job will have a major impact on the success or failure of your sponsor's program. For example: Since your sponsor's reimbursement is based on the daily records you keep of the meals delivered and served, how well you keep those records will directly affect your sponsor's program. You are the one who must alert your sponsor when something is wrong with the meals--when the food is spoiled or when there is too much or not enough food. By working cooperatively with your sponsor and following program guidelines, you can make sure that your site provides nutritious meals and snacks to children in your neighborhood during the summer months.

WHAT YOU CAN EXPECT FROM YOUR SPONSOR

To maintain a good relationship, both you and your sponsor should clearly know which responsibilities are yours as the site supervisor, and which are the sponsor's. Sponsors will:

- Handle all the bills and paperwork involved in running the program. (You are responsible for keeping records of meals that are served at your site.)

- Arrange a training session for you. You must attend the session before your site begins its summer food service. A person who has received program training must be present at all sites when meals are being served. This training should cover information about:

    - The kind of meal preparation or service best suited to your site;
    - Types of meals your site will serve;
    - Times meals are delivered and times meals are served;
    - Trash removal service;
    - Daily report sheets for your site's food service;
    - People to call about problems and when to call them;
    - Local health and sanitation standards;
    - Nondiscrimination policy.

- Explain which meal types will be served at your site. Sponsors of regular sites may be approved to serve up to two meals daily. (This does not apply either to sites where meals are served primarily to children of migrant families or to camps). The two meals may include either lunch and a snack or lunch and

breakfast. Camps and sponsors serving meals primarily to children of migrant families may be approved to serve up to four meals daily -- breakfast, snack, lunch, and supper.

- Let you know if your site has been approved to serve a maximum number of meals by meal type. If the administering agency has established maximum levels for each meal service at your site, your sponsor will not receive reimbursement for meals claimed in excess of the maximum approved levels.

- Discuss what you should do with the meals left over. You and the sponsor should work together so that each child receives only one meal at each mealtime and so that food is not wasted. While some seconds may be served, your sponsor will explain the limitations on such service.

- Give you a sheet for recording the meals served daily. You need to complete and return it to the sponsor's office. The sponsor should explain how to do this. This is important because your sponsor will be paid only for the meals that your daily records show were served as first and second meals to children.

- Send monitors to visit your site, observe operations, and answer any questions you may have. The monitors will fill out review forms and discuss them with you. Some questions you can expect them to ask you are:

  - Are all of the children eating at the site?
  - Are adults from the community who do not work with the program being fed?
  - Are all components of the meal being served to children as one unit, or are the meal components served separately?
  - Do the meals meet the meal patterns that are at the end of this booklet?
  - Are meals served only during the time assigned to your site?
  - Where do you serve the children their meals when the weather is bad?
  - Are you filling out your records completely every day?
  - When meals are delivered, are you counting the meals before you sign the delivery receipt? You must check for spoilage, missing food components, or portions that are too small.
  - What do you do with meals left over? Are complete meals served as seconds being recorded?
  - Do you change the number of meals you order or prepare depending on the number of children who come to the site?
  - Are meals served to all children regardless of race, color, national origin, sex, age, or handicap?

- Explain that your site must be open to all children, regardless of race, color, national origin, sex, age, or handicap.

- Provide you with a USDA- or FNS-approved nondiscrimination poster.

- Provide program informational material, as necessary, in the appropriate translation concerning the availability and nutritional benefits of the program.

- Include the nondiscrimination statement, and describe how to file a complaint, in any program information directed to parents of beneficiaries and potential beneficiaries.

- Record the number of program beneficiaries by ethnic/racial category and maintain these records for 3 years.

- Provide you with the information and assistance you feel you need. Let your sponsor know of any problems you are having so they can be corrected quickly.

WHAT YOU MUST DO FOR YOUR SPONSOR

As site supervisor, you must:

- Order from your sponsor, or prepare at your site, only the number of meals you need. Even with the most carefully planned programs, sites occasionally have more meals than they do children to eat the meals. Discuss with your sponsor if seconds may be served and what to do with leftovers if you have ordered or prepared too many meals. Contact your sponsor to change the number of meals delivered if you have many meals left over, or if you do not have enough meals to serve all of the children by the end of the meal period. If you prepare the meals at your site, plan to change the number you prepare to meet the needs of your site.

- Count the number of meals delivered and check them thoroughly. Sign only for the number of meals delivered and write the time of delivery on the receipt. If everything has been delivered correctly, sign the receipt. *If the delivery is NOT correct, do NOT sign the receipt without clearly writing on the receipt the problems with your site's delivery.* You should then notify your sponsor of the problems you had that day.

- At the end of each meal, count and write down the number of complete breakfasts, lunches, snacks, or suppers you serve as firsts and seconds. Keep a copy of the delivery receipt with your daily report. Your sponsor will let you know how these receipts will be collected or mailed to the sponsor's office.

- Make sure the meals served meet the meal pattern requirements. This rule applies to all meals--those prepared at your site or those delivered by a food service management company. Contact your sponsor when meals do not meet the meal patterns listed at the end of this handbook.

- Serve one complete meal to each child. Each meal you serve must contain the correct portions of each of the components included in the meal patterns.

- Serve meals to all attending children regardless of race, color, national origin, sex, age, or any handicap.

- Allow all children equal access to services and facilities at your site regardless of race, color, national origin, sex, age, or handicap.

- Be sure that no child is served more than one meal at the same time. All children in attendance at the site must receive one meal before any child can be served a second.

- Be sure that children eat all meals at the site. Children may not take the meals home. Meals taken off-site are not reimbursable.

- Serve meals only to children 18 years of age or younger, or people (of all ages) who are physically or mentally handicapped and participate in special school programs for the handicapped.

- Never serve spoiled food to children. Contact your sponsor immediately if you receive spoiled or incomplete meals so that the sponsor, in turn, can alert the appropriate people.

- Check with your sponsor to see how meals will be delivered to your site. Usually, food service management companies must deliver each meal in a single package or unit. Only milk or juice can be delivered separately. However, there are some exceptions. Your sponsor will tell you if any exceptions have been approved for your site.

- Serve meals only during the meal times assigned to you by your sponsor. Make sure you meet the following time limitations:

    - Meals must be delivered within 1 hour before serving time if your site does not have a refrigerator or adequate storage facilities.
    - You must allow at least 3 hours between the beginning of one meal service and the beginning of another (breakfast, lunch, snacks, and supper). If you do not serve a snack after lunch and before supper, then you must allow at least 4 hours between lunch and supper.
    - You can only serve lunch and supper for 2 hours. Breakfast and snack service cannot last more than 1 hour.
    - You must begin serving supper before 7 p.m. and complete by 8 p.m.

- Display in a prominent place a nondiscrimination poster provided by the sponsor.

- Make program material provided by the sponsor available to the public upon request.

THE FIRST DAY

The first day is very important. It is when you introduce the children to the summer meal service. Although signs and posters around the site will help both children and neighborhood adults remember the rules, you should make sure they understand the rules. Before mealtime on the first day of your program, take time to talk with the children about the food service. You should discuss the following important points:

- Who runs the program and who is responsible for providing the food? The sponsor.
- Who prepares the meals--the sponsor, a school food authority, or a food service management company? Meals are often prepared by the sponsor. However, meals that are not prepared by the sponsor are usually prepared and delivered by a school food authority or a commercial food service management company.
- Who can participate? Only children 18 years of age and younger or handicapped people attending a special school for the handicapped can be served meals.
- How and when will meals be served? You must include plans for days when the weather is bad.
- Where can children eat the meals? Children can eat only at the site.
- Who cleans up after the meal? Individual cleanup procedures vary according to the site.

OFFICIAL VISITORS

From time to time, you may have official visitors who will want to talk with you about the food service at your site. You should keep a written record of these visits for reference purposes, and you should report the results of all official visits and reviews to your sponsor. In addition to the monitors from your sponsor's office, you should expect to see someone from the local health department. State and Federal personnel who administer the Summer Food Service Program also will review the program. All these people will want to work with you and your sponsor to help make your food service better.

Remember, these officials will note any problems they observe. Because your sponsor may not be paid for those meals you serve that do not meet program requirements, you must make sure your site meets all requirements and that any problems are corrected immediately. If you receive a violation notice from a monitor or health department representative, take immediate steps to correct the violation and inform your sponsor.

QUESTIONS AND ANSWERS

These are frequently asked questions about the program. If you have other questions, contact your sponsor. Your sponsor is there to help you run a good program.

Q. What should I do if my site's meals are not delivered?
A. Call your sponsor immediately and explain that you did not receive your meals. The sponsor will notify the food service management company or school food authority.

Q. What should I do if meals are delivered late?
A. First, discuss the problem with the driver. If the problem continues, call your sponsor and make a note of the problem on the delivery receipt.

Q. May I serve meals to adults who are working with the food program?
A. Your sponsor will give you instructions regarding adult staff meals.

Q. May I serve meals to adults in the community?
A. No. This program is primarily for children. You should post signs at the site so adults understand that the program is not for them. You may want to check food assistance programs in your area that serve adults and senior citizens so you can refer them to the appropriate place.

Q. What should I do if adults demand meals?
A. Call your sponsor immediately. The sponsor will probably send someone to the site to deal with the problem.

Q. What if the food is spoiled?
A. If you realize that any meals are spoiled before you sign for them, refuse to accept them. If you do not realize there is a problem until you are serving the food, immediately stop the meal service and take back all meals. This can be a very dangerous situation, so *do not serve any part of the meal.* Call the sponsor immediately. Let the sponsor notify the vendor and someone will come to pick up the spoiled meals. This procedure applies even if only one component in the meal is spoiled.

Q. May I serve seconds?
A. Yes, but you should not *plan* to serve seconds. The general rule to follow is "one meal per child." However, even with good planning, you will have extra meals left when attendance fluctuates and you may serve complete second meals. Always indicate on your daily record how many seconds you serve. Since there are limits on the number of seconds that can be reimbursed, contact your sponsor to adjust your meal order if you are receiving too many meals. If you prepare the meals at your site, adjust the amount of food you prepare.

Q. What should I do if the children do not want to eat at the site?
A. Children *must* eat at the site. They should be told that if they break the rules, the sponsor may close the site. They should also be told that the sponsor will not

be paid for any meals taken off the site. If this is a recurring situation, notify your sponsor.

Q. How does my sponsor get reimbursement for the meals I serve?
A. Sponsors are reimbursed according to the daily records you keep that account for all categories of meals you serve. They are the sole basis for reporting the number of meals you serve. They are also the *only* basis for your sponsor's reimbursement.

HELPFUL TIPS

- You should contact your sponsor if you need to change the number of meals delivered to your site.
- Do not sign delivery receipts until you have counted and are absolutely sure that the number of meals you need to serve the children at your site are actually delivered. Counting the number of meals delivered is very important.
- Take a few meals from the delivery packages and examine them for damage and food spoilage. Check meals from the bottom as well as from the top of the delivery packages.
- Always protect the health and safety of the children.
- Develop good recordkeeping habits. You are responsible for signing a daily record that lists all categories of meals you serve. These records are the sole basis for reporting the number of meals you serve each day. They are also the only basis for your sponsor's reimbursement.
- Organize the site activities so that your staff and the children have interesting things to do when it is not mealtime. Boredom and idleness often result in continuous staff turnover and changes in attendance by the children. When this happens, you and your site are at a disadvantage.
- Plan the staff members' time so they may sit with the children while they eat.
- Encourage children to try new foods.
- Serve the children in an organized manner at mealtimes.

SUMMER FOOD SERVICE PROGRAM MEAL PATTERN REQUIREMENTS

The meal pattern requirements assure well-balanced, nutritious meals that supply the kinds and amounts of foods that children require to help meet their nutrient and energy needs. You must make sure that meals served at your site meet the meal pattern requirements listed on the following pages. Compare the patterns of the meals to be served at your site with these requirements and learn to recognize meal deficiencies.

BREAKFAST

	Minimum Amount
Milk	1 cup
Fluid milk	(1/2 pint)
Vegetables and Fruits	
Vegetables and/or fruits or	1/2 cup
full-strength vegetable or fruit juice	1/2 cup
(Or an equivalent quantity of any combination of vegetables, fruits, and juice)	
Bread and Bread Alternates	
Bread *(whole-grain or enriched)* or	1 slice
Bread Alternates *(whole-grain or enriched)*:	
cornbread, biscuits, rolls, muffins, etc. or	1 serving
cooked pasta or noodle products or	1/2 cup
cooked cereal grains, such as rice, corn grits, or bulgur or	1/2 cup
(whole-grain, enriched, or fortified):	
cooked cereal or cereal grains or	1/2 cup
cold dry cereal	3/4 cup or 1 ounce (whichever is less)
(Or an equivalent quantity of a combination bread or bread alternates)	

(Optional) Serve as often as possible:

Meat and Meat alternates	
Meat	1 ounce
Meat alternate	1/2 amount listed under **LUNCH** or **SUPPER**)

SNACK (Supplemental Food)

Serve two food items selected from any two of the following four components:

	Minimum Amount
Milk	1 cup
Fluid milk	(1/2 pint)
Meat and Meat Alternates	
Lean meat or poultry or fish or	1 ounce (edible portion as served)
Meat alternates:	
cheese or	1 ounce
egg or	1 large
cooked dry beans or peas or	1/4 cup
peanut butter or other nut or seed butters or	2 tablespoons
nuts and/or seeds or	1 ounce
yogurt (plain, sweetened, or flavored)	4 ounces
(Or an equivalent quantity of any combination of meat or meat alternates)	
Vegetables and Fruits	
Vegetables and/or fruits or	3/4 cup
full-strength vegetable or fruit juice	3/4 cup
(Or an equivalent quantity of any combination of vegetables, fruits, and juice)	
Juices cannot be served with milk.	
Bread and Bread Alternates	
Bread *(whole-grain or enriched)* or	1 slice
Bread alternates *(whole-grain or enriched)*:	
cornbread, biscuits, rolls, muffins, etc. or	1 serving
cooked pasta or noodle products or	1/2 cup
cooked cereal grains, such as rice, corn grits, or bulgur or	1/2 cup
(whole-grain, enriched, or fortified):	
cooked cereal or cereal grains or	1/2 cup
cold dry cereal	3/4 cup or 1 ounce (whichever is less)
(Or an equivalent quantity of any combination of bread or bread alternates)	

LUNCH OR SUPPER

	Minimum Amount
Milk	
Fluid milk	1 cup (1/2 pint)
Meat and Meat Alternates	
Lean meat or poultry or fish or	2 ounces (edible portion as served)
Meat alternates:	
cheese or	2 ounces
egg or	1 large
cooked dry beans or peas	1/2 cup
peanut butter or other nut or seed butters or	4 tablespoons
nuts and/or seeds	1 ounce = 50%*
(Or an equivalent quantity of any combination of meat or meat alternates)	
Vegetables and Fruits	
Vegetables and/or fruits (2 or more selections for a total of 3/4 cup) or	3/4 cup
full-strength vegetable or fruit juice	3/4 cup
(Or an equivalent quantity of any combination of vegetables, fruits, and juice) Juice may not be counted to meet more than 1/2 of this requirement.	
Bread and Bread Alternates	
Bread *(whole-grain or enriched)* or	1 slice
Bread alternates *(whole grain or enriched)*:	
cornbread, biscuits, rolls, muffins, etc. or	1 serving
cooked pasta or noodle products or	1/2 cup
cooked cereal grains, such as rice, corn grits, or bulgur	1/2 cup
(Or an equivalent quantity of a combination of bread or bread alternates)	

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* No more than one-half of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement.

Note: The serving sizes of food specified in the meal patterns are minimum amounts. If the administering agency approves the sponsor to serve smaller portion sizes to children under 6 years old, the sponsor must meet the meal patterns specified in the Child and Adult Care Food Program (CACFP) regulations. You can obtain copies of these regulations from your administering agency. Children over 6 years old may be served larger portions, but not less than the minimum requirements specified in the Summer Food Service Program regulations. Remember that your sponsor does not receive reimbursement for meals that do not meet the minimum program requirements.

IMPORTANT THINGS TO KEEP IN MIND

1. Keep accurate daily records of all meals prepared, delivered, and served.
2. Serve meals to children only.
3. Serve one meal per child.
4. Serve each meal as a unit.
5. Order or prepare only the number of meals you need, since attendance may vary as the summer progresses.
6. Be sure that children eat all meals at the site.
7. Serve meals during the designated meal service time only.
8. Serve meals that follow the meal patterns.
9. Ensure that all children are served meals and have access to services and facilities regardless of race, color, national origin, sex, age, or handicap.

_____
Site Supervisor's Name

_____
Sponsor's Name

_____
Sponsor's Representative

_____
Sponsor's Address

_____
Sponsor's Phone Number

END

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